

**DRAFT Minutes**  
**James City Regional LHRC**  
**October 18, 2013**

**Members Present:** Chair, Cheryl Jones, Chair, Richard Cottingham, Shenita Brown, and Diane Cooper

**Others Present:** Annie Pretlow-Dominion Services for All People, Victory Whitaker- Family Matters, Vanessa Futrell & Joyce Martin - 1Life 1Love, Inc., Veronica Preston & Georgina Simmons -Milestone Counseling, Princetta Wooten- Tidewater Therapeutic After School Program, Rose Elam- Elam House,

**Members Absent:** Lisa Thatcher

**Others Absent:**

**Call to Order:** The meeting was called to order by Cheryl Jones, Chair at 9:00 a.m.  
The meeting took place at 11815 Fountain Way- Suite 300- Newport News, VA.

**Adoption of Agenda:** A motion was made, seconded and approved to adopt the agenda

**Approval of Minutes:** A motion was made, seconded and passed to approve the James City Regional LHRC meeting minutes of July 19, 2013 Minutes with the following modification: Remove the statement from the Tidewater Therapeutic After School Program report " **Not licensed at this time**".

**Public Comments:** None

**Old Business:** None

**Advocate Report:** Mr. Daye reminded the LHRC affiliates to update their cooperative agreements for any changes in the staff authorized to represent your program at the meetings. Each provider needs to review the minutes when they are sent out to ensure their part of the report information is accurate. He also reminded providers to make sure that they have their abuse and complaint logon information. They are not accepting any paper documentation or reports unless there is a glitch in the CHRIS system. If there is a glitch and you have to send the report manually, please place a cover sheet stating your logon issues if you have to submit the forms manually. Mr. Daye informed providers that the State Human Rights Committee is working on a way to generate provider reports from the CHRIS system. January thru December 31 annual reports and fourth quarter provider reports are due at the January Human Rights Meeting on January 17,

2014. Mr. Daye explained that the annual seclusion and restraint report is due January 15, 2014. These reports have to be sent to Richmond see website for forms and address, also the 1<sup>st</sup> quarter report are due in April 2014.

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#### Affiliates reports:

1. **Family Matters-** 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 0 Complaint cases/resolutions. Census-20
2. **Elam House- reported** –Currently licensed. Licensing agent- Barry Lee. Current Census 4. 2 allegations of abuse/neglect. 0 cases pending, 2 cases closed. Total alleged by type 2- neglect. No open/unresolved complaints.
3. **DSFAP-** census-22, 0 allegations of alleged abuse, 0 cases pending, 0 cases closed 0- physical cases. Total counts occurred by type-0 peer on peer. Total alleged by type 0- neglect, 0 restraints, 0 complaint cases pending.
4. **Milestone-** 48 censuses, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.
5. **1Life1Love - 41** census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.
6. **Tidewater Therapeutic After School Program – 2** census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending.

**New Business:**       None

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**Closed Session:**

Local Human Rights Committee voted to go into closed session according to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for Elam House. The committee voted to come out of closed session. Upon entering into open session each member certified that the only thing discussed while in closed session were the abuse and complaints for the above noted programs.

**There were no recommendations.**

**Next Meeting:** The next Human Rights meeting will be January 17, 2014 at 9am.  
The meeting will be held at 11815 Fountain Way Newport News, VA  
23606

**The LHRC Meeting schedule for 2014: January 17, 2014; April 11, 2014;  
July 11, 2014 and October 10, 2014.**

**Adjourned:** The meeting was adjourned by Cheryl Jones at 9:35 a.m.

Typed by James City Regional LHRC Support Secretary \_\_\_\_\_

James City Regional LHRC Chair \_\_\_\_\_  
Cheryl Jones